

CITY OF PONCA CITY
City Administration

CITY OF PONCA CITY WILL OBSERVE MONDAY, DECEMBER 25, AND TUESDAY, DECEMBER 26, FOR THE CHRISTMAS HOLIDAY

City Hall Offices will be CLOSED Monday, December 25, and Tuesday, December 26 and REOPEN Wednesday, December 27.

Residential Refuse WILL NOT BE PICKED UP Monday, December 25, or Tuesday, December 26, and will RESUME Wednesday, December 27.

As there will be no residential trash picked up Monday, December 25 and Tuesday, December 26, please only put trash out on the scheduled day of collection. Trash left out overnight or for several days is susceptible to scatter from animals and/or weather which can result in a City code violation.

Contact Tim McNew, Solid Waste Supervisor, 580-767-0411.

Ponca City Landfill will be CLOSED Monday, December 25 and Tuesday, December 26 and REOPEN Wednesday, December 27.

Contact Tim McNew, Solid Waste Supervisor, 580-767-0411.

Ponca City Library will be CLOSED Saturday, December 23, and REOPEN Wednesday, December 27.

Contact Holly LaBossiere, Library Director, at 580-767-0345.

Marland's Grand Home will be CLOSED Monday, December 25 and Tuesday, December 26, and REOPEN Wednesday, December 27.

Contact David Keathly, Marland Estate Manager, at 580-767-0427.

Marland Mansion and Estate will be CLOSED Monday, December 25 and Tuesday, December 26, and REOPEN Wednesday, December 27.

Contact David Keathly, Marland Estate Manager, at 580-767-0420.

Lew Wentz Memorial Golf Course will CLOSE at 3:00 p.m. Sunday, December 24, and REOPEN at 9:00 a.m. Tuesday, December 26, weather permitting.

Contact Rod Alexander, Golf Pro, at 580-767-0433.

Ponca City Senior Center will be CLOSED Monday, December 25 and Tuesday, December 26 and REOPEN Wednesday, December 27.

Contact Natalie Elwood, Senior Specialist, 580-763-8051

Ponca City RecPlex will be CLOSED Sunday, December 24 and Monday, December 25 and REOPEN Tuesday, December 26.

Contact, Eric Newell, Parks and Recreation Director, at 580-767-0430

CITY OF PONCA CITY WILL OBSERVE MONDAY, JANUARY 1, 2024 FOR THE NEW YEAR'S HOLIDAY

City Hall Offices will be CLOSED Monday, January 1 and REOPEN Tuesday, January 2.

Residential Refuse WILL NOT BE PICKED UP Monday, January 1, and will RESUME Tuesday, January 2.
As there will be no residential trash collection on Monday, January 1, please only put trash out on the scheduled day of collection. Trash left out overnight or for several days is susceptible to scatter from animals and/or weather which can result in a City code violation.
Contact Tim McNew, Solid Waste Superintendent, 580-767-0411

Ponca City Landfill will be OPEN Saturday, December 30, will be CLOSED Sunday, December 31 and Monday, January 1 and REOPEN Tuesday, January 2.
Contact Tim McNew, Solid Waste Superintendent, 580-767-0411

Ponca City Library will be CLOSED Sunday, December 31 and Monday, January 1 and REOPEN Tuesday, January 2.
Contact Holly LaBossiere, Library Director, at 580-767-0345

Marland's Grand Home will be OPEN Saturday, December 30, will be CLOSED Sunday, December 31 and Monday, January 1 and REOPEN Tuesday, January 2.
Contact David Keathly, Marland Estate Manager, at 580-767-0427

Marland Mansion and Estate will be OPEN Saturday, December 30, will be CLOSED Sunday, December 31 and Monday, January 1 and REOPEN Tuesday, January 2.
Contact David Keathly, Marland Estate Manager, at 580-767-0420.

Low Wentz Golf Course will be CLOSING at 3:00 p.m. on Sunday, December 31 and REOPEN on Tuesday, January 2.
Contact Rod Alexander, Golf Pro, at 580-767-0433

Ponca City Senior Center will be CLOSED Saturday, December 31 and REOPEN on Tuesday, January 3.
Contact Natalie Elwood, Senior Specialist, 580-763-8051

Ponca City RecPlex will be OPEN 6:30 a.m. to 5:00 p.m. ONLY on Sunday, December 31, OPEN 10:00 a.m. to 9:30 p.m. ONLY on Monday, January 1 and resume regular operating hours Tuesday, January 2.
Contact, Eric Newell, Parks and Recreation Director, at 580-767-0430

PUBLIC WORKS NEWS

Low Wentz Golf Course

MONDAY, DECEMBER 18: **Senior Day:** Those 60+ get an 18-hole cart for the 9-hole rate.

TUESDAY, DECEMBER 19: **Ladies Day:** Ladies get an 18-hole cart for the 9-hole rate.

WEDNESDAY, DECEMBER 20: **Drink Specials:** All drink prices reduced, all day.

Contact: Rod Alexander, Golf Pro, 580-767-0433

For more information on the City of Ponca City go to www.poncacityok.gov or Cable One Channel 56

PONCA CITY SOLID WASTE NEWS

Ponca City Solid Waste

AUTUMN LEAF COLLECTION 2023-2024

The City of Ponca Autumn Leaf Collection has began and will end on January 19, 2024. The City is asking that residents who wish to have their leaves removed please follow these guidelines:

- Residents are asked to bag their leaves if possible. Bagged leaves placed in the regular refuse collection area will be collected free of charge until January 19, 2024. Bagged leaves will be picked up at the rate of 10 bags per pickup day.
- Loose leaves should be placed within three feet of the front curb, but not in the street gutter. If leaves are raked or blown into the street gutter they may clog the storm drains. Leaves found blown or raked into the street may result in a citation (per city code).
- No uncontainerized leaves will be collected in alleyways.
- No mulched leaves or leaves mixed with grass will be collected except by special pickup.

The City's Crew will be working the City section by section so we ask for the public's patience during this time. It may take two weeks or more to collect the leaves due to the large volumes expected.

Another option for getting rid of your leaves is to backyard compost them, to provide the gardener with a rich soil for next spring's plantings.

Leaf collection will also be available by special pickup anytime during the year. Call 580-767-0411 for information on special pickups. Special pickups carry a minimum charge of forty-two dollars and sixty-nine cents (\$42.69.)

CHRISTMAS TREE RECYCLING

What do you do with that Christmas tree once your Holiday is over? Well, how about bringing it to the Christmas Tree Recycling area. This unique recycling opportunity is located on West Prospect Avenue.

Beginning December 21, 2023, the Christmas Tree Recycling area will be open for the drop-off of Christmas trees. The Christmas Tree Recycling area will close on January 19, 2024 and the old Christmas trees will be turned into mulch for gardening and landscape usage. The mulch will be available free to the public, and those interested will need to bring their own shovels and containers for transporting the mulch. The mulch will be available beginning January 25, 2024 until it is gone.

Please be sure and remove all lights and ornaments from the Christmas trees before bringing them to the Christmas Tree Recycling area.

Contact: Tim McNew, Solid Waste Superintendent, 580-767-0411

PARKS AND RECREATION NEWS

Ponca City Senior Center

MONDAY, DECEMBER 18

Dominoes, 8:00 a.m.

Exercise, 8:00 a.m.

Christmas Movie, 1:30 p.m.

Afternoon Games, 1:30 p.m.

****Senior Diner***, 11:30 a.m., \$4.00, Beef Fajitas

TUESDAY, DECEMBER 19

Dominoes, 8:00 a.m.

Exercise, 8:00 a.m.

Ukulele, 10:00 a.m.

Line Dance Performance, 12:30 p.m.

Afternoon Games, 12:45 p.m.

****Senior Diner***, 11:30 a.m., \$4.00, Chef's Salad

WEDNESDAY, DECEMBER 20

Dominoes, 8:00 a.m.

Exercise, 8:00 a.m.

Afternoon Games, 12:30 p.m.

Bridge, 12:30 p.m.

Pitch, 1:00 p.m.

****Senior Diner***, 11:30 a.m., \$4.00, Tomato Bisque Soup

THURSDAY, DECEMBER 21

Dominoes, 8:00 a.m.

Exercise, 8:00 a.m.

Row at a Time, 10:00 a.m.

Christmas Party, 10:00 a.m.

Christmas Carol Sing-a-long, 12:00 p.m.

Afternoon Games, 12:30 p.m.

Senior Diner, 11:30 a.m., \$4.00, Christmas Dinner (***reservation are required no later than December 19***)

FRIDAY, DECEMBER 22

Dominoes, 8:00 a.m.

Exercise, 8:00 a.m.

Bunco, 12:15 p.m.

Afternoon Games, 1:30 p.m.

****Senior Diner***, 11:30 a.m., \$4.00, Cold Cut Sandwich

*Registration for Senior Diner meals will be accepted until 8:00 a.m. on the day of meal.

Contact: Natalie Elwood, Senior Center Program Specialist, 580-763-8051

PARKS AND RECREATION NEWS

Parks and Recreation and RecPlex

INDOOR TRIATHLON

- Members and non-members are invited to experience an Indoor Triathlon at the RecPlex during the winter months. There will be prizes for the top male and female finishers.
- There is a 400-meter swim, 5-mile bike ride and 2-mile run with 3 age brackets.
- Triathlon will be on Saturday, December 16 at 8:00 a.m.
- For ages 15 and older. The fee is \$15.00.
- Register online thru December 16 at: www.poncacityok.gov/parksandrec-registration

TAEKWONDO CLASS

- The RecPlex will providing a 4-week session of Taekwondo classes instructed by Master Instructor Primo Venegas.
- Classes are on Tuesdays and Thursdays, 6:30-7:30 p.m.
 - Session 1: January 9 thru February 1 (Register thru January 8)
 - Session 2: February 6 thru February 29 (Register thru February 5)
 - Session 3: March 5 thru March 28 (Register thru March 4)
 - Session 4: April 2 thru April 25 (Register thru April 1)
- For ages 7 and older. The cost is \$55.00 for RecPlex members, \$75.00 for non-members
- Register online at: www.poncacityok.gov/parksandrec-registration

MEN'S BASKETBALL LEAGUE

- Lace up your basketball shoes and come have fun in the 2024 Spring Basketball League!
- League will include a regular season and a post season tournament.
- Every Sunday, 1:30-3:00 p.m., March 10 thru April 28 at Unity Gym
- For ages 16 and older. The fee is \$300.00 per team.
- Register online thru March 5 at: www.poncacityok.gov/parksandrec-registration

WOMEN'S BASKETBALL LEAGUE

- Lace up your basketball shoes and come have fun in the 2024 Spring Basketball League!
- League will include a regular season and a post season tournament.
- Every Sunday, 1:30-3:00 p.m., March 10 thru April 28 at Unity Gym
- For ages 16 and older. The fee is \$300.00 per team.
- Register online thru March 5 at: www.poncacityok.gov/parksandrec-registration

3V3 EASTER SLAM TOURNAMENT

- Come enter the 1st Annual Ponca City 3v3 Easter Slam to be held at the new Attucks outdoor basketball court.
- The tournament is Saturday, March 30, 10:00 a.m to 8:00 p.m. at Attucks Park (S. 13th St. & Dixie St.)
- Ages 8 thru Adult, Male and Female divisions. The fee is \$45.00 per team. Max roster is 4 players.
- Register online thru March 15 at: www.poncacityok.gov/parksandrec-registration

Contact: Eric Newell, Parks and Recreation Director, 580-767-0430

HUMAN RESOURCES NEWS

Human Resources

OPEN POSITIONS

EMT/FIREFIGHTER

Salary: \$41,970.92 Annually plus EMT educational pay Open until filled 2016-001

GENERAL JOB DESCRIPTION:

Will perform individually and/or as a member of a firefighting or ambulance team and will participate in fire suppression and EMS activities including firefighting, rescue, first aid, ventilation, forcible entry, salvage, overhaul, inspection practices, auto extraction, patient care and triage. The position of firefighter has a starting annual base wage of \$41,970.92 plus incentive pay based on EMT licensure level:

- EMT – Basic \$ 50.00 biweekly (\$1,300.00 annually)
- EMT – Intermediate \$ 75.00 biweekly (\$1,950.00 annually)
- EMT – Paramedic \$250.00 biweekly (\$6,500.00 annually)

Until further notice, all testing will be limited to currently licensed EMT's and scheduled on an individual basis. Contact Deputy Chief Gary Wilson for schedule times at (580) 767-0368.

PATROL OFFICER

Salary: \$24.63 HR NON-CLEET certified (\$51,230.40 Annually)
\$25.62 HR CLEET certified (\$53,289.60 Annually) Open until filled 2016-051

The City of Ponca City offers a financial bonus program for newly hired Police Officers who are certified in Oklahoma or a state with reciprocity and who are exempt from attending the full CLEET Academy. The bonus has two levels (\$3,000 and \$5,000), based on years of experience in a full time, certified, law enforcement position prior to employment with the City of Ponca City, and is paid in three parts. Please call Chief Don Bohon at (580) 767-0375 for details.

GENERAL JOB DESCRIPTION:

- Operate a motor vehicle for extended periods of time in all environmental conditions and on occasion operate the vehicle at high speeds and in congested traffic situations.
- Patrol assigned area of City and enforces state and federal laws and City ordinances.
- Patrols and examines building and residences to detect suspicious conditions and handles situations accordingly.
- Direct traffic in congested and emergency areas; report safety hazards; respond to scene of accident, administer first aid, and investigate cause and file accident reports; issue citations to violators of traffic laws.
- Visit the scene of crimes and accidents; search for and preserve evidence; investigate and interview victims; witnesses and potential suspects; apprehend those suspected of crimes; participate in line-ups; make oral and written reports; provide testimony in court.
- Speak before citizen's groups and participate in various training sessions.
- In addition to the starting wage, the officer may receive additional educational incentive pay per pay period:
 - Associate's Degree or 1000 hours of training: \$35.00 (\$ 910.00 annually)
 - Bachelor's Degree or 1500 hours of training: \$60.00 (\$1,560.00 annually)
 - Master's Degree or 2000 hours of training: \$75.00 (\$1,950.00 annually)

Certified Officers with at least 4 years of recent service in a Patrol position may have the opportunity to test for Corporal (\$27.17 per hour/\$56,513.60 annually) after completion of initial field training.

ADMINISTRATIVE ASSISTANT – LIBRARY

Salary: UP TO \$20.00 HR Open until filled 2023-43

GENERAL JOB DESCRIPTION:

Works directly with the Library Director. The position is responsible for performing a wide variety of secretarial and library duties; coordination of office support functions; provision of information and assistance to the public regarding library services and programs.

COMMUNICATIONS OFFICER – POLICE DEPARTMENT

Salary: \$18.24 HR Open until filled 2023-20

GENERAL JOB DESCRIPTION:

To perform emergency dispatch for fire, police and ambulance personnel; to operate the communications center which serves the Ponca City and surrounding areas; and to gather, receive, record and disseminate information.

CUSTODIAN – MARLAND’S GRAND HOME – PART-TIME

Salary: \$12.00 HR Open until filled 2023-51

GENERAL JOB DESCRIPTION:

Must be able to perform general custodial duties at the Marland’s Grand Home.

DEPUTY CITY MANAGER

Salary: \$120,000 - \$145,000 ANNUALLY DOQ Open until filled 2023-47

GENERAL JOB DESCRIPTION:

The Deputy City Manager will assist the City Manager with planning, directing and evaluating the operations and programs of the City Government as assigned by the City Manager. Responsible in managing and overseeing the activities and operations of the City of Ponca City; to coordinate assigned activities with outside agencies; and to provide highly responsible and complex administrative support to the City Commission. Maintain current knowledge of city, state and federal issues and requirements related to municipal government. Monitors pending legislation and provides timely feedback to the City Manager and Department Heads on potential matters impacting the municipality. Recommend changes in programs, policies and practices as necessary to the City Manager. Must be a strong relationship builder with the ability to work with and command respect among the City’s leadership team and within the community.

The Deputy City Manager will perform complex administrative and professional work in assisting the City Manager in supervising and coordinating the operations of Ponca City, the work plans for City Departments; meet with Assistant City Manager(s) and Directors to identify and resolve problems. The employee is expected to adhere to all City of Ponca City Policies, City Guidelines and SOP’s and act as a role model in their application.

FITNESS INSTRUCTOR – RECPLEX – PART-TIME

Salary: \$8.00-\$15.00 HR Open until filled 2019-31

GENERAL JOB DESCRIPTION:

This person will plan, execute and instruct fitness programs.

FRONT DESK ATTENDANT – RECPLEX – PART-TIME

Salary: \$10.00 HR Open until filled 2023-28

GENERAL JOB DESCRIPTION:

This individual will be responsible for performing manual and recreational work involving building operation, janitorial and maintenance duties. Position will be part-time 30 hours or less a week

KIDZONE/ROCKWALL/TRAMPOLINE WORKER – RECPLEX – PART-TIME

Salary: \$10.00 HR Open until filled 2023-27

GENERAL JOB DESCRIPTION:

To insure excellent care and service to the children at the Rockwall, Trampoline, and the nursery at Kidzone by providing a safe and fun-filled experience.

LIBRARY CLERK – PART-TIME

Salary: \$10.00 HR Open until filled 2023-50

GENERAL JOB DESCRIPTION:

This clerical position works directly with the public at one of five service desks. The Library Clerk works flexible hours, including days, evenings and weekend hours. The ability to be trained in the use of computers, printers, phones and databases is required. This position is cross trained at desks throughout the Library.

SERVICE TECHNICIAN – MOTOR POOL

Salary: \$14.00-\$16.00 HR Open until filled 2023-40

GENERAL JOB DESCRIPTION:

To perform service and preventive maintenance (p/m) on all systems of internal combustion equipment, including gas/diesel engines; to perform inspection on vehicles during the service and p/m procedure for loose, worn or broken parts and report findings to Motor Pool Superintendent.

SOLID WASTE COLLECTOR – SOLID WASTE

Salary: \$20.08 HR Open until filled 2023-49

GENERAL JOB DESCRIPTION:

This position will manually load refuse on solid waste trucks; will ensure refuse is properly picked up on the assigned commercial or residential routes, will perform minor maintenance and cleaning activities on solid waste heavy equipment and will perform building and custodial maintenance as required.

Contact: Frank Wilson, Human Resources Director, 580-767-0323

HEALTHY RESOURCES

As an advocate of Certified Healthy Oklahoma, the City of Ponca City participates in the
Kay County Healthy Living Coalition.

Alcoholics Anonymous	aaoklahoma.org.....	580-765-8462
Alzheimers Association Helpline		800-272-3900
Butterfly Wings Pregnancy or Child Loss		580-762-9102
Center for Poison and Drug Information		800-222-1222
Cimarron Transit		580-718-0444
Club Monarch for Children Dealing with Loss		580-762-9102
Compassionate Listening		405-286-4057
Crisis Text Line (Counseling)		741741
Dearing House (Child Victims of Sexual Assault)		580-762-5266
Edwin Fair Community Mental Health Center		800-256-2476
Family Wise-Free Prescription Discount Card		580-765-2476
Friendship Feast (Meals)	210 N. 5 th Street	580-762-1667
Grand Lake Mental Health - Kay County Clinic		580-749-5056
Grandparents Raising Grandkids		580-762-9412
Heartline Information and Referral for Oklahoma		211
Kay County Health Department	433 Fairview Avenue	580-762-1641
Kay County Healthy Living Coalition/TSET Healthy Living Program		580-765-2476
Lew Wentz Golf Course	2928 LA Cann Drive	580-767-0433
Living Hope Pregnancy Center		580-765-9689
Meals on Wheels		580-767-9010
Mental Health Lifeline (replaces National Suicide Prevention Lifeline)		988
Missing and Exploited Children		800-843-5678
Missing and Murdered Indigenous People of Northern Oklahoma		580-304-2180
National Alliance on Mental Illness		800-950-6264
New Emergency Resource Agency	112 S. 1 st Street	580-765-5372
Noon Lions Vision Support Group		580-304-5689
Northern Oklahoma Youth Services		580-762-8341
Oklahoma Department of Human Services	215 E. Grand Avenue	405-522-5050
Oklahoma Domestic Abuse and Sexual Assault Safeline		800-522-SAFE
Oklahoma Problem Gambling Hotline		800-522-4700
Oklahoma Tobacco Hotline		800-784-8669
Oklahoma Youth Crisis and Runaway Hotline		800-448-4663
Osage Nation WIC		580-762-2845
Otoe Missouri WIC		877-692-6863
Pharmaceutical Take-Back	300 E. Oklahoma Avenue	580-767-0370
Ponca City RecPlex	1604 W. Grand Avenue	580-767-0430
Ponca City Senior Center	319 W. Grand Avenue	580-763-8051
Rx for Oklahoma-Prescription Assistance Program		580-765-9022 or 877-RX4-OKLA
Substance Abuse and Mental Health Services Administration		800-662-4357
The Mission (Meals)	909 E. South Avenue	580-765-1426
United Community Action Program	501 6 th Street, Pawnee	918-762-3041
United Way of North Central Oklahoma	205 N. 2 nd Street	580-765-2476
Veteran's Landing	111 N. 4 th Street	580-362-6375
Veterans Benefits		877-222-8387